

Town of Groton Connecticut



Guidebook to Agencies, Authorities, Boards, Commissions, Committees, and Councils including The Authorized ABCs

A publication of the Town Clerk's Office
Groton, Connecticut
Town Clerk Barbara Tarbox, MMC
Adopted and Approved by the Town Council February 2009

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Regional and temporary ABCs to be included in an addendum.

Town Council Meeting – February 10, 2009

2008-0281 Authorization of Agencies, Authorities, Boards, Commissions and Committees

WHEREAS, the 2008 Charter Revision Commission Final Report recommended that an authoritative guidebook to boards and commissions (ABC) be adopted by the Town Council to replace the descriptions in the 1987 Town Charter, and

WHEREAS, the 2009 Town Charter contains the following:
Section 8.1.6 Guidebook

Descriptions of individual ABC shall be in accordance with the laws which have established them and delineated in a Council-approved Town publication: "Guidebook to the Agencies, Authorities, Boards, Commissions, Committees and Councils."
and,

WHEREAS, the Town Council has reviewed the Town Clerk's proposed publication which delineates all permanent and/or statutorily-authorized ABC, now therefore be it

RESOLVED, that the Town Council adopts and approves the "Guidebook to the Agencies, Authorities, Boards, Commissions, Committees and Councils" adding the subtitle "including the Authorized ABCs", and be it further

RESOLVED, that the Office of the Town Clerk be responsible for the maintenance and publication of said "Guidebook" including any future addendum, and that the Office be authorized to make minor revisions upon notification to the Town Council, and that all major revisions be reviewed and approved by the Town Council.

A motion was made by Councilor Monteiro, seconded by Councilor Kolnaski, that this matter be Adopted.

The motion carried unanimously.

Introduction

The Town of Groton has a long tradition of volunteer, often “night-time,” government. The Town relies on the willingness of its citizens not only to register to vote and participate in elections, but also to further perform their civic duties by participating in the decision-making of its agencies.

The Town has established numerous agencies, authorities, boards, commissions, committees, and councils in order to provide community participation and input into local government, and to facilitate quality decisions. Some of these groups are required to be established by the Connecticut General Statutes, and others were formed when the Town recognized the need for formal structure.

The Charter Revision Commission Final Report in August 2008 required the development of a Guidebook to replace the descriptions of the boards and commissions mentioned in the previous Charter. This Guidebook is that authority for the bodies described herein.

The Guidebook is also designed as an informational tool to assist interested citizens in understanding the agencies of the Town, and to be knowledgeable about their purpose. The Town appreciates the interest of volunteers, and encourages participation at all levels.

The Town Council has adopted a policy concerning appointments which includes an application and interview process. Applications are available in the Town Clerk’s office, or at the Town Clerk section of the Town’s website (www.town.groton.ct.us).

The Office of the Town Clerk is responsible for the maintenance of this publication. The Town Council shall approve any major revisions.

The Town Clerk’s office may be able to provide further information on other aspects of Town of Groton government. Please call 441-6640, or stop in the office at Town Hall, 45 Fort Hill Road, Groton, CT 06340.

<p>Caution: The information contained in this Guidebook does not include all statutory, charter, or ordinance language.</p>
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State of Connecticut

Freedom of Information Act

The ***Freedom of Information Act*** requires that the records and the meetings of all public agencies be **open** to the public, with certain limited exceptions.

A schedule of regular meetings must be filed each year with the Town Clerk, and an **Agenda** for each meeting must be posted at least 24 hours in advance. **Minutes** of the meeting must be made available within 7 days; a record of the votes taken must be available within 48 hours; the minutes must reflect each member's vote on any issue.

Provisions are made in the statutes for special and emergency meetings, and executive sessions.

Minority Representation

The State of Connecticut has passed legislation known as the ***Minority Representation Law***, CGS 9-167a. It requires that the maximum number of members of any board, commission, committee or similar body who may be members of the same political party, shall be as specified in the statute; this is generally *two-thirds* of the body, unless the town has passed legislation providing for a greater degree of minority representation.

Town of Groton

2009 Town Charter

Sec 8.1 The Council may, at its discretion, create or eliminate agencies, authorities, boards, commissions and committees (ABC), either permanent or non-permanent consistent with the CGS or ordinance or resolution.

Sec 8.1.6 *Guidebook*

Descriptions of individual ABC shall be in accordance with the laws which have established them and delineated in a Council-approved Town publication: "Guidebook to the Agencies, Authorities, Boards, Commissions, Committees and Councils."

Sec 3.5.2 *Holding multiple offices.*

No elected official may occupy at the same time another elective office nor be appointed to serve as a member of any permanent town ABC, which was created pursuant to the specific provisions of the CGS. No appointed member of any permanent town ABC, which was created pursuant to the specific provisions of a CGS shall serve as a member of any other statutorily authorized town ABC, or hold any elective town office at the same time. These prohibitions shall not apply in any case where dual office-holding is authorized by the CGS.

Abbreviations

CGS	Connecticut General Statutes
Charter	Town Charter
Code	Town Code of Ordinances
Res	Town Council Resolution
Rules	Rules of Procedure or Bylaws

Definitions*

Note: For these definitions, “Body” stands for Agency, Authority, Blue Ribbon, Board, Commission, Committee, Council, Task Force, etc.

Ad Hoc: A temporary body established by another body to carry out a specific task, usually a report, at the completion of which it automatically ceases to exist.

Advisory: A body which provides advice or suggestions to another body or to an official but cannot take action on its own. It may also be a statutory body. It may have members that are not resident electors of the Town**.

Agency: A body with the authority to implement and administer particular legislation.

Authority: A body with the right or permission to act on another’s behalf.

Blue Ribbon: A temporary body established to address a particular concern, consisting of experts in the field.

Board: A body having managerial, supervisory, or advisory powers.

Commission: A body acting under lawful authority to perform public services.

Committee: A body which considers, determines, or manages a matter.

Council: A deliberative body.

Permanent: A body with “no expiration date.”

Statutory: A body whose authority comes from the Connecticut General Statutes.

Subcommittee: A body subdivision that reports to and may or may not perform duties on behalf of the establishing body; it has fewer members than the establishing body.

Task Force: A temporary body established to address a particular concern. It may be a subcommittee of another body. It is expected to provide a report to the establishing body.

Temporary: A body established to address a particular concern. It may be a subcommittee of another Board. It is expected to provide a report but has no deadline.

*Mostly taken from Black’s Law Dictionary, Seventh Edition, 1999.

**Charter 8.1.1.

Town Council Appointment Policy – In Brief

Purpose:

To establish the policy and procedures for Town Council appointments in order to attract and retain qualified and interested citizens to serve on the various Agencies, Authorities, Boards, Commissions, and Committees, hereinafter known as “ABC”.

Definition:

Town Council Appointee – a member of any ABC who is appointed by the Town Council according to Statute, Charter, Ordinance, or Resolution.

POLICY:

1. The Town Council will work with the Political Town Committees in obtaining recommendations, and also with interested unaffiliated citizens who wish to serve.
2. For new appointees, the Town Council will request that a brief questionnaire be completed by the potential appointee.
3. For reappointments, the Chairperson of the ABC will be asked to complete a questionnaire regarding the appointee. If the reappointee is the Chair, then the Political Town Committee will complete the questionnaire. In the case of an unaffiliated member, the Town Clerk shall request the Chair to complete the questionnaire.
4. For a newly-established ABC, all potential appointees will be required to complete a questionnaire.

PROCEDURES:

1. When a position becomes vacant on an ABC, the Town Clerk will notify the Political Committees. In order to also attract unaffiliated citizens, the Town Clerk will announce openings at Town Council meetings, and will post notices in various public places, including Groton Municipal Television Channel 2.
2. The questionnaires of unaffiliated citizens will be sent to the Political Committees and to the Town Council Appointments Committee.

COORDINATION AND APPROVAL:

1. The Political Town Committee Chair will ensure that a questionnaire is completed and returned to the Town Clerk in a timely fashion. Unaffiliated citizens will send their completed questionnaire directly to the Town Clerk.
2. Once the Town Clerk receives information regarding a candidate, this information will be forwarded to the Town Council Appointments Committee.
3. The Committee will notify the Town Clerk to set up an interview with the candidate. This interview process may be waived, and reasons for the waiver will be noted in the Committee Report.
4. The Committee will submit names of recommended candidates to the Town Council for approval at the next regularly scheduled Council meeting.

APPLICATION FOR BOARDS AND COMMISSIONS, ETC.

Please return the completed application to the Town Clerk, 45 Fort Hill Road, Groton, CT 06340

BOARD, COMMISSION, etc: _____

NAME _____

ADDRESS _____

Political Affiliation (if any) _____ Daytime telephone: _____

1. What do you know about this Board? _____

2. Why would you like to serve on this Board? _____

3. What experiences do you have (education, work, hobbies, service) that would help you in fulfilling your responsibilities as a member? _____

Date: _____ Signature: _____

<i>For office use only</i>	<i>Date</i>
Information verified with ROV office	
Copy sent to <input type="checkbox"/> DemTCtee <input type="checkbox"/> RepTCtee	
Rec'd from <input type="checkbox"/> DemTCtee <input type="checkbox"/> RepTCtee	
Copy sent to TC Appointments Ctee	
Town Manager appointment – copy sent to TM	

Board of Assessment Appeals (BAA)

Legislative Reference:

State: CGS 1-24; 7-105; 9-199; 12-53 and many following sections.

Town: Charter Sec 8.4; previously in 1987 Charter 5.5; Code Sec 2-196.

Other Bylaws and/or Rules of Procedure:

Type: Statutory and permanent.

Geographic Responsibility: Town of Groton.

History: In 1957 Charter (p. 19); formerly known as the Board of Tax Review until 1995.

Powers and Duties:

General: Any person claiming to be aggrieved by the action of the assessor may appeal to the Board of Assessment Appeals (BAA) and then to the Superior Court.

Specific: The BAA may equalize and adjust the valuations and assessment lists. (CGS 12-111)

Assessors and BAA's have the right to administer oaths in cases before them. (CGS 1-24)

The BAA shall not reduce the list of any person who does not appear before it. (CGS 12-113)

There are many other powers and duties not specified here, but are in the General Statutes.

Appointing Authority: Town Council. (Charter 8.4)

Term of Office: Three (3) years, staggered. (Charter 8.4 and Code 2-196)

Membership:

Number: Three (3) members (Charter 8.4) and three alternates. (Code 2-196) Additional members may be appointed for any assessment year in which a revaluation becomes effective and for the assessment year following such year of revaluation. (CGS 9-199)

Requirements: Members must take oath before undertaking duties. (CGS 7-105)

Meeting Schedule & Location:

Meets during March. (CGS 12-110) Meets at least once in September solely for motor vehicles. (CGS 12-110)

Notice of time and place of such meetings must be posted at least ten (10) days before the first meeting and published in the newspaper. (CGS 12-110).

Meetings are held either in Town Hall or Town Hall Annex.

Staff: Department of Finance, Assessment Division.

Records:

Located in the Assessment Division of the Finance Department.

Agendas and minutes are filed in the Town Clerk's office.

Further information:

Written requests for an appeal hearing must be filed on or before February 20; motor vehicle appeals shall be heard in September. (CGS 12-112).

The members of the BAA may be compensated (CGS 12-121).

Town Assessor, 441-6660.

Building Code Board of Appeals

Legislative Authority:

State: CGS 29-266.

Other Bylaws and/or Rules of Procedure: State Building Code.

Type: Statutory and permanent.

Geographic Responsibility: Town but not City (City has own Building Code Board of Appeals).

History:**Powers and Duties:**

General: The owner of a building may appeal in writing the decision of the building official concerning the manner of construction, the materials to be used, or whether the code applies. (CGS 29-266)

Specific: The appeal shall be heard by a panel appointed by the Chairman within 5 days upon receipt, and the panel shall render a decision not later than 5 days following the hearing. (CGS 29-266)

Appointing Authority: Town Manager (CGS 29-266: "...appointed by each municipality." This has been interpreted by the Town Attorney to mean the Town Manager; see TA Opinion letter 12/23/91.)

Term of Office: Five (5) years, staggered.

Membership:

Number: Five (5) members. (CGS 29-266)

Requirements: Qualifications as set forth in State Building Code. Each member, other than one member appointed from the general public, shall have at least five years experience in either building design or construction or supervision of construction (Sec. 121.2.1).

Meeting Schedule and Location:

Appeal must be heard within 5 days, exclusive of Saturdays, Sundays and legal holidays, after the receipt of such written appeal by the Chairman.

Location to be determined.

Staff: Building Official.

Records:

Located in the Office of Planning and Development Services.

Agendas and minutes also filed in the Town Clerk's office.

Further information:

Further appeals may be taken from the Board of Appeals, to the State's Codes and Standards Committee, and from there to the Superior Court.

Office of Planning & Development Services/Inspection Services: 446-5982.

Community Development Advisory Committee (CDAC)

Legislative Authority:

State: CGS 8-169d, 8-169f.

Town: Council Resolutions of January 3, 1989 and February 18, 1992.

Other Bylaws and/or Rules of Procedure:

Type: Statutory, advisory, and permanent.

Geographic Responsibility: Town of Groton.

History:

Community Development Action Advisory Committee was established January 22, 1968 by the Town Council, and was dismissed December 15, 1969.

Community Development Advisory Committee (CDAC) was established June 6, 1977 by the Town Council. Town Council Resolution January 3, 1989 established the current CDAC, superceding the previous committee, to comply with the citizen participation portion of the Community Development Block Grant (CDBG) Program.

Powers and Duties:

General: The Committee receives public input and recommends projects for Community Development funding. It reviews and makes recommendations to the Town Council regarding the guidelines and procedures under which the program operates.

Specific: The Committee develops a suggested prioritized program of community improvements; establishes and maintains effective communications with the public, and through the Town Manager, all agencies of the Town government; and assembles data necessary to a full understanding of the implications of each proposed or existing program as it relates to current and long range obligations to the Town and statutory requirements. The Committee reviews and makes recommendations to the Town Council regarding program amendments. It advises the Council and the Manager regarding policy. The Committee reports to and is responsible to the Town Council. (TC Res 1/3/89)

Appointing Authority: Town Council.

Term of Office: Three (3) years, staggered. (TC Res 1/3/89)

Membership:

Number: Five (5) regular, two (2) alternates. (TC Res 1/3/89 and 2/18/92)

Requirements: Members must fulfill grant criteria for participation. (TC Res 1/3/89)

Meeting Schedule and Location:

Must meet semi-annually to be updated on program activities and progress. (TC Res 1/3/89)

Meets quarterly beginning in January at the Town Hall Annex. (CDAC Res 7/22/91)

Staff: Office of Planning and Development Services (OPDS).

Records:

Located in the Office of Planning and Development Services.

Agendas and minutes also on file in the Town Clerk's office.

Further information:

OPDS/Community Development: 446-5988.

Conservation Commission

Legislative Reference:

State: CGS 7-131a.

Town: previously in 1987 Charter Sec 6.4.1; Code Sec 15.5-38 (Tree Ordinance #228)

Other Bylaws and/or Rules of Procedure:

Type: Statutory and permanent.

Geographic Responsibility: Town but not City nor Groton Long Point (City has own Conservation Commission).

History: First appeared in Charter adopted November 8, 1966; established by Town Council resolution November 6, 1967 pursuant to the Charter.

Powers and Duties:

General: The development, conservation, supervision and regulation of natural resources, including water, air and open space land resources. It shall undertake the duties of liaison within the Town and between the town, state and the federal government in matters of environmental quality and control. It shall have such other powers and duties as may be prescribed by the Town Council. (1987 Charter 6.4.1.)

Specific: The Commission shall conduct research into the utilization and possible utilization of land areas and may coordinate the activities of unofficial bodies organized for similar purposes. It may advertise, prepare and distribute books, maps, charts, plans and pamphlets as necessary. It may inventory natural resources and formulate watershed management and drought management plans.

The Commission shall keep an index of all open areas, publicly or privately owned. It may recommend to the planning commission plans and programs for the development and use of such areas. It may make recommendations to zoning, planning, inland wetlands and other town agencies on proposed land use changes.

The Commission may, with the approval of the Town Council, acquire land and easements in the name of the town and promulgate rules and regulations, including charges for the use of the land and easements. It may supervise and manage town-owned open space or park property upon delegation by the entity which has responsibility for such property.

The Commission shall make an annual report to the town as required of other agencies of the town. It may receive gifts in the name of the town and shall administer the same subject to the terms of the gift. (CGS 7-131a)

Also acts as the (see also) **Tree Advisory Board** (Code 15.5-38).

Appointing Authority: Town Manager (1987 Charter 6.4.1.)

Term of Office: Four (4) years, staggered (1987 Charter 6.4.1.)

Membership:

Number: Seven (7) members (1987 Charter 6.4.1.)

Requirements: Resident electors of the Town (1987 Charter 6.4.1.)

Meeting Schedule and Location: Monthly at the Town Hall Annex.

Staff: Office of Planning and Development Services (OPDS).

Records: Located in the Office of Planning and Development Services.
Agendas and minutes also filed in the Town Clerk's office.

Further information:

OPDS /Planning: 446-5970.

Copp Family Park Board of Overseers

Legislative Reference:

Town: Per "Agreement of Land Restrictions and Covenants": recorded in Groton Land Records, Vol 482, page 682.

Other Bylaws and/or Rules of Procedure: Bylaws, and Master Plan.

Type: Permanent.

Geographic Responsibility:

The Copp Family Park Property consists of approximately 240 acres, located directly south of Route 184, opposite Gungywamp Road.

History:

Acquired by purchase from the Copp Family in part by sale (\$3,000,000) and in part by gift (\$1,500,000) approved through the passage of a referendum ordinance on land acquisition for open space, conservation and recreation purchases on November 8, 1988.

Powers and Duties:

General: The Board enforces the provisions of the recorded agreement; interprets its provisions, specifies how the land shall be used and managed, and provides a plan for its use; the land shall be used only for public purposes as open space, park and recreation. (Agreement)

Specific: Such use may include natural, forest and wildlife habitat areas and such buildings, improvements, swimming pools, playing fields, ball courts, public gardens and such other facilities as the Overseers shall agree are authorized. No motorized vehicles of any kind may be used for recreational or amusement purposes. The board shall adopt by-laws. (Agreement)

Appointing Authority: Initially appointed by the Mayor, thence self-perpetuating. (Agreement)

Term of Office: None specified.

Membership:

Number: Five (5) members. (Agreement)

Requirements: Need not be residents of the Town. (Agreement)

Meeting Schedule and Location:

At least two per year (Agreement), currently in May and in September at Spicer House (Parks and Recreation offices) in Noank. Other locations may be cited in meeting notices.

Staff: Department of Parks and Recreation.

Records:

Located in the Parks and Recreation Department, Spicer House, Noank.
Agendas and minutes also on file in the Town Clerk's office.

Further information: Department of Parks and Recreation: 536-5680.

Economic Development Commission (EDC)

Legislative Reference:

State: CGS 7-136.

Town: Code 2-146 to 2-148, last amended by Ordinance #221, and Council Resolution adopted October 15, 1991.

Other Bylaws and/or Rules of Procedure: 2002 Plan of Conservation and Development.

Type: Statutory and permanent.

Geographic Responsibility: Town of Groton.

History: Created by Ordinance #26, October 23, 1961; amended by Ordinances #35, #163, and #221.

Powers and Duties:

General: The promotion and development of the economic resources of the Town, and of the business and industrial resources of the Town. (Code 2-147)

Specific: The Commission may appoint employees necessary for the discharge of its duties. It conducts research into the economic conditions and trends, makes recommendations regarding action to improve the economic condition and development, seeks to coordinate the activities of and cooperate with unofficial bodies; the Commission may advertise, prepare, print and distribute books, maps, charts and pamphlets which will further its official purposes. The Commission shall annually prepare a report of its activities and of its recommendations for improving economic conditions and development. (CGS 7-136)

Town Council Resolution passed October 28, 1997 stated that the Economic Development does not appear to be suited for project management responsibilities, and that the Town Manager be directed to develop a thorough orientation process for newly appointed members. The Resolution stated that the EDC focus on the following:

1. Take the lead role as emissary to other boards and commissions on economic development issues;
2. Be a positive influence at all times regarding the potential that Groton has to offer;
3. Serve as a liaison to the business community and be a conduit back to the Town Manager and EDC staff with information and business concerns.

Appointing Authority: Town Manager. (Code 2-148)

Term of Office: Five (5) years, staggered, for members; one-year terms for ex-officio members.
(Code 2-148 & Ord #221)

Membership:

Number: Nine (9) members, plus up to 3 ex-officio, non-voting members representing various other interests. (Code 2-148 & Ord #221)

Requirements: The Town Manager may appoint no more than two (2) non-resident members who represent significant business interests in the community. (TC Res 10/15/91)

Members may be removed by the Town Manager for cause and, on request, after public hearing. (CGS 7-136)

Meeting Schedule and Location: Monthly at the Town Hall Annex, with exceptions.

Staff: Office of Planning and Development Services (OPDS).

Records: Located in the Office of Planning and Development Services.
Agendas and minutes also on file in the Town Clerk's office.

Further information:

Members may not receive compensation but shall be reimbursed for necessary expenses. The Town may annually appropriate for its purposes one-twentieth of one percent of the last-completed grand list of taxable property. (CGS 7-136)
(OPDS)/Economic Development: 446-5988.

Fair Rent Commission

Legislative Reference:

State: CGS 7-148b through 7-148f, 47a-20 and 47a-23c(b).

Town: Code 9-31 through 9-47.

Other Bylaws and/or Rules of Procedure:

Type: Statutory and permanent.

Geographic Responsibility: Town of Groton.

History: Created by Ordinance #203, January 16, 1990; amended by Ordinance #209, August 7, 1990.

Powers and Duties:

General: The Commission controls and eliminates excessive rental charges for housing accommodations within the Town.

Specific: The Commission is empowered to conduct such hearings and render orders and decisions pursuant thereto. (Code 9-35)

The Commission makes studies and investigations into rentals charged, receives complaints and communications concerning alleged excessive rental charges, conducts hearings, subpoenas witnesses and documents, administers oaths, orders a housing code inspection, dismisses a complaint based on failure to pay rent on time while the case is pending, determines whether an existing rental charge with decrease in services or proposed increase is so excessive as to be harsh and unconscionable, orders a reduction of any excessive rent, and establishes and deposits into an escrow account rents in dispute.

The commission may request that the town attorney or other suitable person meet with the parties, in a session closed to the public, to attempt to reconcile differences prior to initiating the formal hearing process. (Code 9-37)

Appointing Authority: Town Council. (Code 9-33)

Term of Office: Three (3) years, staggered. (Code 9-34)

Membership:

Number: Five (5) members, plus two (2) alternates. (Code 9-33)

Requirements: Resident electors.

There shall be 1 landlord member, 1 tenant member, and 3 citizen members who are neither landlords nor tenants. The alternates shall be 1 landlord and 1 tenant.

Not more than 3 members shall be of the same political party; not more than 1 of the alternates shall be of the same political party. (Code 9-33)

Meeting Schedule and Location: Special meetings as called.

Staff: Office of Planning and Development Services (OPDS), Community Development. (Code 9-36)

Records: Located in the Office of Planning and Development Services.
Agendas and minutes also on file in the Town Clerk's office.

Further information:

Quorum: Three (3) members or their alternates. (Code 9-35)

The commission shall elect a Chairperson, first Vice-chairperson, and Secretary. (Code 9-33) The commission shall adopt written rules and regulations for implementation of the provisions. (Code 9-37, 39) An appeal may be taken to the Superior Court. (Code 9-46)

OPDS/Community Development: 446-5988.

Golf Advisory Board

Legislative Reference:**Town:**

Other Bylaws and/or Rules of Procedure: Parks and Recreation Commission Procedures and Guidelines approved by the Town Council on July 30, 2002, and as amended.

Type: Advisory and permanent.

Geographic Responsibility: Shennecossett Golf Course.

History: Establishment of Board recommended by Parks and Recreation Commission at June 8, 2005 meeting. Town Council approved the formation. Members were appointed by the Parks and Recreation Commission beginning August 10, 2005. First meeting on September 7, 2005.

Powers and Duties:

General: Purpose is to assist the Department in implementing the National Golf Foundation Study's recommendations, and to be an advocacy group for the Shennecossett Golf Course.

Specific: The Board makes recommendations to the Parks and Recreation Commission.

Appointing Authority: Parks and Recreation Commission appoints from recommendations made. See **Requirements.**

Term of Office: indefinite.

Membership:

Number: Twelve (12).

Requirements: Voting membership: one (1) member to be selected by the Men's Club; one (1) member to be selected by the Women's Club; one (1) to be selected by the Parks and Recreation Commission; three (3) resident golfers to be selected through application process with Commission and staff approving selections; one (1) non-resident golfer selected by same process as resident golfer.

Ex Officio non-voting members: representative from the Town Council; representative from the RTM; Director of Parks and Recreation Department; Golf Course Superintendent; Golf Pro.

Meeting Schedule and Location: Monthly.

Staff: Department of Parks and Recreation.

Records: Located at Department of Parks and Recreation.
Agendas and minutes also on file in the Town Clerk's office.

Further information:

Shennecossett Golf Course: located on Plant Street in the City of Groton.
Department of Parks and Recreation: 536-5680.
Office located at Spicer House, Spicer Avenue, Noank.

Harbor Management Commission

Legislative Reference:

State: CGS 22a-113k et seq., and 15-1 thru 15-26a, 15-121, 15-136, and others.

Town: Code 2-161 thru 2-165 and 16-31 thru 16-57.

Other Bylaws and/or Rules of Procedure: Harbor Management Plan – Noank Sector.

Type: Statutory and permanent.

Geographic Responsibility:

Within the area of navigable waters below mean high water within territorial limits of the Town and bounded by the projection of the boundary line of neighboring municipalities, as delimited by the following harbor areas:

1. Noank Harbor, Lower Mystic River, West Cove, Palmer's Cove, and Beebe Cove.
2. Other harbor waters defined by future adopted harbor management plans. (Code 2-163)

Does not include the City of Groton which has its own Commission.

History: Ordinance adopted July 16, 1985 and amended October 1, 1985.

Powers and Duties:

General: The Commission prepares a harbor management plan in accordance with CGS. (Code 2-164).

Specific: The Commission reviews the plan annually and makes any modifications deemed appropriate; proposes ordinances and regulations to implement the plan and specifies fines for violation; assists the harbormaster in the assignment of mooring and anchorage areas and the collection of mooring fees; prepares an operating budget; assists in the coordination of all agencies which provide service based upon the harbor; reviews any application for a state or federal permit within its jurisdiction and responds with recommendations; conducts studies of the conditions and operations in and out of town waters and presents proposals; requests a general permit from the Army Corps of Engineers and/or delegation of enforcement authority; hires staff and/or consultants.

Other: See Code 2-165 re Referral of proposal submitted to other town agencies.

Appointing Authority: Town Council. (Code 2-161)

Term of Office: Three (3) years, staggered; replacements shall be appointed within 2 months of termination. (Code 2-162)

Membership:

Number: Five (5) regular, (2) alternates. The harbormaster shall serve as an ex-officio member, without vote. (Code 2-161)

Requirements: Electors and residents of the Town. (Code 2-161)

Meeting Schedule and Location: Monthly at the Noank Fire House.

Staff: Office of Planning and Development Services (OPDS).

Records: Located in the Office of Planning and Development Services.
Agendas and minutes also on file in the Town Clerk's office.

Further information:

No member shall receive compensation for service, but may be reimbursed for any necessary expenses. (Code 2-161)

OPDS /Planning: 446-5970.

Historic District Commission

Legislative Reference:

State: CGS 7-147c through 7-147k.

Town: Code 2-191 through 2-195.

Other Bylaws and/or Rules of Procedure: Historic District Handbook, Application Procedures and Design Guidelines, July 1994.

Type: Statutory and permanent.

Geographic Responsibility: Any historic district in the Town but not City (City has Eastern Point HDC), including: (1) Burnett's Corners; (2) Center Groton; (3) Mystic.
Exact boundaries on file in the Town Clerk's office.

History: Ordinance adopted January 6, 1975.

Powers and Duties:

General: To promote the educational, cultural, economic and general welfare of the town through the preservation and protection of buildings, places and districts of historic interest within the town by maintenance of such landmarks in the history of architecture of the town, of the state or of the nation and through the development of appropriate settings for such buildings, places and districts. (Code 2-191)

Specific: Issues certificates of appropriateness. (CGS 7-147d) It shall file with the Connecticut Historical Commission at least once a year a brief summary of its actions, including the number and nature of certificates of appropriateness issued. (CGS 7-147c)

Appointing Authority: Town Council. (Code 2-195)

Term of Office: Five (5) years, staggered. (CGS 7-147c)

Membership:

Number: Five (5) members, three (3) alternates. (Code 2-195)

Requirements: At least 2 members and 1 alternate shall be property owners within one or more of the various historic districts within the town who shall be electors of the town, holding no salaried municipal office. Alternates should be chosen in rotation. (CGS 7-147c & Code 2-195)

Further requirements: The Connecticut Historical Commission, in its procedures for the Certified Local Government program, requires that an adequate and qualified historic preservation review commission be established. This commission should include professionals in architecture, history, planning, archaeology or historic preservation, or others that have special interest, experience, or knowledge in the preceding disciplines. There shall be at least two (2) qualified members in the professions of architecture, historic architecture, history, architectural history, or archaeology to the extent available in the town. All members shall, at a minimum, have a demonstrated interest in historic preservation.

Meeting Schedule and Location: Twice a month at the Town Hall Annex.

Staff: Office of Planning and Development Services.

Records: Located in the Office of Planning and Development Services.
Agendas and minutes also filed in the Town Clerk's office.

Further information:

Members and alternates shall serve without compensation.

OPDS /Inspection Services: 446-5982.

Housing Authority (and Redevelopment Commission)

Legislative Reference:

State: CGS 8-40 et seq.

Town: Resolution of the Board of Selectmen, July 17, 1957; Town Council resolution December 16, 1957 also designated it as the "Redevelopment Commission."

Other Bylaws and/or Rules of Procedure: Bylaws, most recently June 21, 1990.

Type: Statutory and permanent.

Geographic Responsibility: Town of Groton.

Powers and Duties:

General: To prepare, carry out, acquire, lease and operate housing projects and to provide for the construction, improvement, or repair of any housing project. (CGS 8-44)

Specific: To establish rents, to acquire any real or personal property, to provide insurance, to invest funds, to investigate living and housing conditions and the means of improving such conditions, and to make studies and recommendations relating to accommodations for families of low and moderate income. (CGS 8-44) At least once a year the authority shall file with the Town Clerk a report of its activities for the preceding year; which is a permanent record open to the public. (CGS 8-63)

The authority shall submit a report to the Town of Groton Town Manager not later than March 1, annually. (CGS 8-68d)

Appointing Authority: Town Council. (CGS 8-41)

Term of Office: Five (5) years, staggered. (CGS 8-41)

Membership:

Number: Five (5) members. (CGS 8-41)

Requirements: Residents of the Town; one must be a tenant of housing owned or managed by the authority, such tenant having lived in the housing at least 1 year. No commissioner may hold any public office in the Town. Must take oath of office, and certificate of appointment must be filed with the town clerk. (CGS 8-41)

Meeting Schedule: Monthly at the Housing Authority office.

Staff: Executive Director of the Housing Authority.

Records: Located at the Housing Authority office.

Agendas, minutes, bylaws, certificates of appointment, audit, and annual report also on file in the Town Clerk's office.

Further information:

Three commissioners shall constitute a quorum. The authority shall select a chairman and a vice-chairman from among its commissioners. The term of the chairman shall be 3 years (effective 7/1/95). The authority may employ a secretary, who shall be executive director, and other such employees as it requires. The commissioners shall serve without compensation, but shall be entitled to reimbursement for actual and necessary expenses. The tenant member may not vote on any matter concerning the establishment or revision of the rents charged. (CGS 8-41) Housing Authority, 445-1596. Office located at 770 Poquonnock Road.

Housing Code Board of Appeals

Legislative Reference:

State: CGS 7-148.

Town: Code 9-101 through 9-205.

Other Bylaws and/or Rules of Procedure: Rental Housing Code.

Type: Statutory and permanent.

Geographic Responsibility: Town but not City (City has own Rental Housing Code Board of Appeals).

History: Ordinance adopted May 7, 1973.

Powers and Duties:

General: Applies to rental housing. (Code 9-104) To protect, preserve, and promote the physical and mental health and social well-being of the people, to investigate and control incidences of communicable diseases, to regulate privately and publicly owned dwellings for let, for the purpose of maintaining adequate sanitary and public health, to protect the safety of the people and to promote the general welfare. (Code 9-103)

Specific: The board is authorized to administer oaths to witnesses at hearings. (Code 9-132) The board shall have the right of entry at a time mutually agreeable to the board and the appellant. (Code 9-134) In granting or considering a variance, the board shall not endanger the occupant's or neighbor's health and/or safety. The advice of the health officer or the building inspector, or both, shall be heard by the board prior to reaching its decision. (Code 9-135) The board shall render a decision within 15 days after the hearing. (Code 9-129) Within 10 days of the receipt of a petition requesting a hearing, the board of appeals shall set a time and place for such hearing and shall give the petitioner written notice thereof. The hearing shall take place within a reasonable time after the receipt of the petition. (Code 9-130)

Appointing Authority: Town Council. (Code 9-129)

Term of Office: Three (3) years, staggered. (Code 9-129)

Membership:

Number: Five (5) members, three (3) alternates. (Code 9-129)

Requirements: Electors of the Town. (Code 9-129)

Meeting Schedule and Location:

Special meetings are called as required.

Staff: Office of Planning and Development Services (OPDS), and Ledge Light Health District.

Records: Located at the Office of Planning and Development Services.

Agendas and Minutes also filed in the Town Clerk's Office.

Further information:

A quorum requires four (4) members and/or alternates.

All actions taken by the board shall be carried by a majority of the members present. (Code 9-129)

It shall be the duty and responsibility of the Housing Official to enforce the provisions of the Housing Code. (Code 9-126)

The Housing Official means the Building Official, and Health Officer means the health authority of the Town. (Code 9-109)

OPDS/Inspection Services: 446-5982.

Ledge Light Health District: 448-4882.

Inland Wetlands Agency

Legislative Reference:

State: CGS 22a-36 through 22a-45.

Town: Town Code 2-111.

Other Bylaws and/or Rules of Procedure: Inland Wetlands and Watercourse Regulations;
Inland Wetland Agency Bylaws adopted January 23, 1975.

Type: Statutory and permanent.

Geographic Responsibility: Town but not City (City Conservation Commission acts as its own Inland Wetlands Agency).

History: In Town Code 1969; Ordinance #112 adopted October 1, 1973, and amended by Ordinance #125 on June 16, 1975.

Powers and Duties:

General: The Agency regulates activities affecting the wetlands and watercourses within its territorial limits. (CGS 22a-42)

Specific: The Agency, through regulation, provides for:

- (1) The manner in which the boundaries of inland wetland and watercourse areas shall be established and amended or changed.
- (2) The form for an application to conduct regulated activities.
- (3) Notice and publication requirements.
- (4) Criteria and procedures for the review of applications.
- (5) Administration and enforcement. (CGS 22a-42a)

Appointing Authority: Town Council. (Code 2-111)

Term of Office: Two (2) years, staggered. (Code 2-111)

Membership:

Number: Five (5) members, two (2) alternates. (Code 2-111)

Requirements: Electors of the Town. (Code 2-111) Town employees may not serve on inland wetlands, land use, planning, zoning commissions. (CGS 7-421(e)).

Meeting Schedule and Location: Twice a month at the Town Hall Annex.

Staff: Office of Planning and Development Services (OPDS).

Records: Located in the Office of Planning and Development Services.
Agendas and Minutes also on file in the Town Clerk's office.

Further information:

The agency shall serve as the sole agent for the licensing of regulated activities. (CGS 22a-42)
The environmental planner acts as the Agent for the Agency.

OPDS /Planning: 446-5970.

Jabez Smith House Committee

Legislative Reference:

Town: Town Council Resolution, September 20, 1994.

Other Bylaws and/or Rules of Procedure: Deed dated November 14, 1974.

Type: Permanent.

Geographic Responsibility: Jabez Smith House, located on Rte 117, 259 North Road, Groton.

History: The Jabez Smith Family house and Homestead lot was given to the Town by quitclaim deed dated November 14, 1974 by Ann Graham Clarke, subject to the stated condition that the "...House...the grounds and trees on the...lot and the stone walls surrounding said Lot shall be kept, maintained and preserved by said Town of Groton in perpetuity as a historic site in their present general condition...the House shall be kept on its present foundation....furniture and furnishings shall be exhibited at...residence in perpetuity." The site is of considerable historic significance to the Town, having been one of the original land grants from the King of England and title having remained within the Nehemiah Smith family until the present conveyance to the Town. (TC Res 9/20/94) This Committee replaces the "Historic Properties Advisory Committee."

Powers and Duties:

General: The Committee promotes the educational, cultural, economic and general welfare of the public through the preservation and protection of the distinctive characteristics and historic nature of the Jabez Smith House and its association with the history of Groton.

It is responsible for the management, control, restoration and repair of the Jabez Smith House, together with the improvements appurtenant thereto and the furniture and furnishings therein. The focus is on the existing structures and their contents and not the undeveloped land.

The committee shall report directly to the Town Manager. (TC Res 9/20/94)

Specific: The Committee schedules public access, educational programs designed to bring to life the colonial and revolutionary period of history in Connecticut and Groton, and other historic pursuits. It advises the Town Manager in developing programs, provides creative/artistic/historic support for the Curator, and advises in matters of compliance with the wishes of the Ann Graham Clarke estate. The Committee and within the adopted Town Council budget, may take or acquire on behalf of the Town by gifts, donations or bequests of such items of personal property including historic articles and artifacts, furniture and furnishings for use and display at the House. The Committee shall present an annual report, through the Town Manager, to the Town Council, which report shall include if necessary a full accounting of all receipts, expenditures and activities for the period. (TC Res 9/20/94)

Appointing Authority: Town Manager, with formal consent of the Town Council. (TC Res 9/20/94)

Term of Office: Four (4) years, staggered. (TC Res 9/20/94)

Membership: Number: Five (5) members. (TC Res 9/20/94) **Requirement:** Resident electors.

Meeting Schedule and Location: Monthly at the Jabez Smith House.

Staff: Self-staffed, and Town Manager.

Records: Located in the Town Manager's office.

Agendas and minutes also on file in the Town Clerk's office.

Further information:

The Curator lives at the Jabez Smith House: 445-6689.

Town Manager: 441-6630.

Library Board

Legislative Reference:

State: CGS 11-21, 11-32 through 11-34, 11-37.

Town: previously in 1987 Charter Sec. 5.9 and 7.8; the 2008 Charter Revision Commission Final Report noted that the Board is being utilized as an advisory panel and the library is being operated as a town department. It recommended that the Council formalize the status of the Board as an advisory board.

Other Bylaws and/or Rules of Procedure: Bylaws.

Type: Statutory, advisory, and permanent.

Geographic Responsibility:

Town of Groton, specifically the Groton Public Library. Two other libraries also serve the Town but are governed by their own Boards of Trustees.

History: The Library Board first appeared in the original 1957 Charter. This was about the time that the Groton Public Library was established at 2 Fort Hill Road as recommended by a Library Committee.

Powers and Duties:

General: The Library Board is an advocate for the Groton Public Library. The Library Board plans, proposes, reviews and adopts policies, practices and procedures for the government of the Library. In the absence of other provisions, the Board has such powers as are or may be imposed or vested in library boards by CGS. Members of the Library Board serve without compensation but are reimbursed for expenses incurred in the performance of their duties; expenses must be approved by the Board prior to being incurred.

Specific: The Library Board meets to review public comments, communications, monthly bills and statistics. At each meeting, the Library Board receives the Director's report and conducts business as specified by the agenda for the good of the community.

Appointing Authority: Town Council. (1987 Charter 5.9.1)

Term of Office: Three (3) years, staggered. (1987 Charter 5.9.1)

Membership:

Number: Nine (9) members. (1987 Charter 5.9.1)

Requirements: Resident electors.

Meeting Schedule and Location:

Monthly at the Groton Public Library.

Staff: Library Director.

Records: Located at the Groton Public Library.

Further information:

Groton Public Library: 441-6750; located on Rte 117.

Neighborhood Revitalization Zone Committee (NRZ)

Legislative Reference:

State: CGS 7-600 through 7-608.

Town: Code Sec 9-216 through 9-220. Full title is "Fort Hill Area Neighborhood Revitalization Zone Committee."

Other Bylaws and/or Rules of Procedure: Bylaws.

Type: Statutory, advisory, and permanent.

Geographic Responsibility:

Fort Hill Area Neighborhood as defined in the Bylaws.

History: Established by Ordinance #243, adopted November 27, 2000.

Powers and Duties:

General: The Committee shall implement and oversee the strategic plan as developed by the Neighborhood Revitalization Zone (NRZ) Planning Committee. The Committee shall serve in an advisory capacity to the Town in an effort to revitalize the designated area.

Specific: Powers are set forth in CGS Chapter 118, Sections 7-600 through 7-608. The Committee shall submit an annual report to the Town Manager, the Town Council, and the State Office of Policy and Management on the implementation of the strategic plan.

Appointing Authority: Town Council. (Code Sec. 9-219)

Term of Office: Staggered terms of four years. (NRZ Bylaws Article V Section 2)

Membership:

Number: No less than seven (7), up to three of whom may be town staff as ex-officio members.

Requirements: Members must reflect the composition of the neighborhood and include, but not be limited to, tenants and property owners, community organizations, and representatives of businesses located in the neighborhood.

Meeting Schedule and Location: Monthly at either the Town Hall Annex or the Community Policing Station in Fort Hill.

Staff: Office of Planning and Development Services (OPDS)

Records:

Located in the Office of Planning and Development Services.

Agendas and Minutes also on file in the Town Clerk's Office.

Further information:

Amendments to the Strategic Plan shall be adopted by the NRZ Committee and by the Town in accordance with procedures set forth in CGS Sec 7-601(c) and (d), and shall be submitted to the Office of Policy and Management.

OPDS/Community Development: 446-5988.

Parks and Recreation Commission

Legislative Reference:

State: CGS 7-130c.

Town: previously in 1987 Charter Sec. 5.10.

Other Bylaws and/or Rules of Procedure: Parks and Recreation Commission Procedures and Guidelines approved by the Town Council on July 30, 2002, and as amended.

Type: Statutory, advisory and permanent.

Geographic Responsibility: Town but not City (City has a Beach and Parks Committee) or Groton Long Point.

History: First mentioned as the Town Recreation Commission as authorized by the town meeting of November 29, 1956 in the original 1957 Charter, which also mentioned a Town Park and Beach Board.

Powers and Duties:

General: The commission shall make all rules and regulations, subject to the approval of the Town Council, for the care, operation and government of all recreational facilities, parks, playgrounds and beaches, and shall have other powers and duties as shall be specifically prescribed by the Town Council. (1987 Charter 5.10.2)

Specific:

Appointing Authority: Town Council. (1987 Charter 5.10.1)

Term of Office: Five (5) years, staggered. (1987 Charter 5.10.1)

Membership:

Number: Five (5) members. (1987 Charter 5.10.1)

Requirements: Resident electors of the town. (1987 Charter 5.10.1)

Meeting Schedule and Location: Monthly at Spicer House.

Staff: Department of Parks and Recreation.

Records: Located at Department of Parks and Recreation.
Agendas and minutes also on file in the Town Clerk's office.

Further information:

Town recreation programs are open to all Town (which includes the City and GLP) residents; many programs are also open to non-residents for an additional fee.

Department of Parks and Recreation: 536-5680.
Office located at Spicer House, Spicer Avenue, Noank.

Pequot Woods Board of Trustees

Legislative Reference:

Town: Deed in Land Records at Vol 269, page 667; amendment at Vol 411, page 655.

Other Bylaws and/or Rules of Procedure:

Type: Permanent.

Geographic Responsibility: Pequot Woods in Mystic area of the Town of Groton.

History: Original property donated to the Town in 1972 by Lucy Tompkins Wormhoudt; subsequent additions have been made by various owners.

Powers and Duties:

General: To maintain and manage a natural parkland for the public.

Specific: To facilitate sound management, maintenance and aesthetic preservation of Pequot Woods. Each member shall walk over the natural area at least once a year. The Board shall establish and administer specific land use and management provisions.

Appointing Authority: By the Board of Trustees, and by virtue of an office held.

Term of Office: Indefinite except for five (5) members with five-year staggered terms, and one (1) member with a three-year term.

Membership:

Number: Fifteen (15) members appointed under the terms of the Deed of Trust and subsequent documents.

Requirements: The Mayor of the Town or comparable civic official; J. Neil Spillane shall serve as a private citizen until he is unable to do so, then replaced by the Board; the Chairman of the Conservation Commission; the Chairman of the Parks and Recreation Commission; the Chairman of the Connecticut Chapter of The Nature Conservancy; a member of the Department of Botany, Connecticut College; an attorney skilled in environmental law designated by the Board of Directors of the Connecticut Forest and Park Association; one private person; one private person residing in the village of Mystic who shall be appointed triannually by the Board who is a parent of children who makes use of Pequot Woods; certain descendants of Lucy Wormhoudt if possible; and five at-large members appointed by the Board with staggered five-year terms.

Meeting Schedule and Location:

An annual meeting must be held; usually in October at Pequot Woods.

Staff: Department of Parks and Recreation.

Records:

Held by the Department on Parks and Recreation.
Agendas and minutes filed with the Town Clerk.

Further information:

Deed in Vol 269, page 667 of Groton Land Records.
Trustees to serve without fee.

Permanent School Building Committee

Legislative Reference:

State: CGS 10-291, 10-292.

Town: Town Council Resolutions of September 28, 1965; December 20, 1971; and March 7, 2000.

Other Bylaws and/or Rules of Procedure:

Type: Statutory and permanent.

Geographic Responsibility: Town of Groton.

Powers and Duties:

General: The development and maintenance of criteria and standards for school construction to be used as a basis for judging the effectiveness of school construction design work. Such other studies and work related to legislative action regarding school construction as may be referred to the Committee from time to time by the Town Council. (TC Res 9/28/65)

Specific: Examination of plans for school construction and certification to the Town Council that said plans conform or do not conform to the criteria and standards for school construction adopted by the Town Council. Said certification to be submitted to the Town Council prior to the advertising of said school construction for bids. (TC Res 9/28/65)

Appointing Authority: Town Council. (TC Res 9/28/65)

Term of Office: Three (3) years, staggered. (TC Res 9/28/65)

Membership:

Number: Seven (7) members. (TC Res 3/7/00)

Requirements: Resident electors.

Meeting Schedule and Location: Monthly at the Town Hall Annex.

Staff: Department of Public Works.

Records: Located at the Public Works Department.

Agendas and minutes also on file in the Town Clerk's office.

Further information:

According to the 1965 Town Council Resolution, the "Town Building Construction Coordinator" shall act as Executive Agent for the Committee, and for the purposes of carrying out its work, the Committee is authorized to appoint, subject to budgetary limitations, whatever professional, clerical and other assistance it deems necessary.

These functions have been performed by the Director of Public Works and staff.

Department of Public Works: 448-4083, located at 134 Groton Long Point Road.

Planning Commission

Legislative Reference:

State: CGS 8-18 through 8-30a.

Town: previously in 1987 Charter Sec. 5.8.

Other Bylaws and/or Rules of Procedure: 2002 Plan of Conservation and Development.

Type: Statutory and permanent.

Geographic Responsibility: Town but not City (City has a Planning & Zoning Commission)
nor Groton Long Point nor Noank (except subdivision approval).

History: Established through passage of Ordinance on June 14, 1956 entitled "An Ordinance adopting Zoning and Planning and Creating a Zoning and Planning Commission and a Zoning Board of Appeals." Amended by Ordinance #38 to include the Mystic Fire District.

Powers and Duties:

General: As indicated in Connecticut General Statutes in numerous sections.

Specific: The commission shall prepare a plan of development for the Town, and review it at least once every 10 years. (CGS 8-23) The commission may make a report on certain town improvements. (CGS 8-24) The commission shall adopt regulations covering the subdivision of land, and no subdivision shall be made until approved by the commission. (CGS 8-25) Other duties as indicated in General Statutes.

Appointing Authority: Town Council. (1987 Charter 5.8)

Term of Office: Five (5) years, staggered. (1987 Charter 5.8)

Membership:

Number: Five (5) members, three (3) alternates. (1987 Charter 5.8)

Requirements: Resident electors of the Town. (Charter 5.8) May not hold salaried Town office. (CGS 8-19) Alternates shall not be members of the zoning commission or zoning board of appeals. (CGS 8-19a)

Town employees may not serve on inland wetlands, land use, planning, zoning commissions. (CGS 7-421(e)).

Meeting Schedule and Location: Second and fourth Tuesdays of each month at the Town Hall Annex.

Staff: Office of Planning and Development Services (OPDS), Planning Department.

Records: Located in the Office of Planning and Development Services.

Agendas and minutes, subdivision regulations, and Plan of Conservation and Development are also on file in the Town Clerk's office.

Further information:

The commission shall elect a chairman and a secretary from its members and shall adopt rules for the transaction of business. It shall file an annual report with the Town Council. (CGS 8-19)

The town manager, town engineer, and director of public works shall be members without voting privileges. (CGS 8-19) Alternates may attend all meetings and executive sessions of the commission. (CGS 8-19a) There shall be a manner of designating alternates to act. (CGS 8-19a)

OPDS/Planning: 446-5970.

Retirement Board

Legislative Reference:

State: CGS 7-450.

Town: previously in 1987 Charter Sec. 5.5, Code 2-61 through 2-76.

Other Bylaws and/or Rules of Procedure:

Type: Statutory and permanent.

Responsibility:

Town employees except teachers who are covered by the State Teachers' Retirement System.

History: Minutes of meetings held since 1943 are recorded.

Powers and Duties:

General: The management of the retirement system of the Town. (1987 Charter 5.5)

Specific: The board may make rules and regulations for the operation of the retirement system. The board shall employ such actuarial, medical, clerical and other services as are necessary for the proper operation of the system. The board shall have the full power to control the investment of the retirement fund in accordance with the laws of the state governing the investment of trust funds. (Code 2-62) The board shall file with the Town Council an annual report showing the financial condition of the retirement system as of the end of the fiscal year, including an actuarial valuation of assets and liabilities. (Code 2-74)

The chairman shall report quarterly as to the financial condition of the fund to the Town Council. (1987 Charter 5.5)

Appointing Authority: Town Council. (1987 Charter 5.5)

Term of Office: Three (3) years, staggered. (1987 Charter 5.5)

Membership:

Number: Six (6) members. (1987 Charter 5.5)

Requirements: The town manager and five members at large, at least two of whom shall be participants in the retirement system either as active or retired employees.

All voting members of the board, except participants in the plan, must be residents of the Town. (1987 Charter 5.5)

The members may be required to furnish bond, which cost shall be paid by the town. (Code 2-62)

Meeting Schedule and Location:

Quarterly: in February, May, August, and November at Town Hall.

Staff: Department of Finance.

Records: Located in the Department of Finance office.

Agendas and minutes also on file in the Town Clerk's office.

Further information:

The chairman of the retirement board shall be a voting member of the board.

Department of Finance: 441-6690.

Shellfish Commission

Legislative Reference:

State: CGS 26-192 through 26-294, particularly 26-257a.

Town: Town Code 2-126 through 2-131.

Other Bylaws and/or Rules of Procedure: 2001 Shellfish Management Plan.

Type: Statutory and permanent.

Geographic Responsibility: Town of Groton. All the shellfisheries and shellfish grounds lying within the jurisdiction of the Town, not granted to others and not under the jurisdiction of the Commissioner of Agriculture, including all rivers, inland waters and flats adjacent to all beaches and waters with the limits and marine bounds of the Town.

History: Areas were set for the planting of oysters in 1849. An Oyster Committee was established in the early 1900's, and was in existence until the Shellfish Commission assumed its duties in the 1980's.

Powers and Duties:

General: Charge of all the shellfisheries and shellfish grounds as above. (Code 2-129)

Specific: May issue licenses for the taking of shellfish and fix the fees, designate quantities of shellfish to be taken, sizes of shellfish and methods of taking. May prohibit taking of shellfish from certain designated areas for periods not in excess of 1 year. (Code 2-129) May adopt, amend and repeal rules and regulations governing its procedures and exercise of its powers and duties. All such rules and regulations shall be subject to approval of Town Council prior to becoming effective. Any person who violates any regulation shall be fined as provided in CGS. (Code 2-130, 131) Shall prepare and periodically update a shellfish management plan which shall be submitted to the Commissioner of Agriculture and the Town Council for review and comment. (CGS 257a)

Appointing Authority: Town Council. (Code 2-127)

Term of Office: Five (5) years, staggered. (Code 2-127)

Membership:

Number: Five (5) members, three (3) alternates. (Code 2-126)

Requirements: Resident electors; none shall serve as enforcement officers for or on behalf of the Shellfish Commission. (Code 2-126)

Meeting Schedule and Location:

At least 4 meetings annually (Code 2-126); monthly at the Town Hall Annex.

Staff: Self-staffed with some assistance from the Town Manager's office.

Records: The Chairman retains some records. Shellfish bed leases are recorded in the Land Records. Agendas and Minutes on file in the Town Clerk's office.

Further information:

Three (3) members constitute a quorum. (Code 2-128)

All monies collected by the Commission shall be paid to the Commission and used by it for the protection and propagation of the shellfish under its control. (Code 2-129)

CGS 26-284 refers to Thames River oysters.

CGS 26-290 refers to the taking of "escallops" in Groton.

Town Manager: 441-6630; Town Clerk: 441-6640.

Tree Advisory Board

Legislative Reference:

Town: Code Sec 15.5-38.

Other Bylaws and/or Rules of Procedure:

Type: Advisory and permanent. The **Conservation Commission** functions as the Tree Advisory Board.

Geographic Responsibility: Town of Groton but not the City nor Groton Long Point.

History: Established by Ordinance #228, adopted June 4, 1995.

Powers and Duties:

General: The Board shall ensure that the intent and provisions of Article II Trees in Chapter 15.5 of the Town Code are carried out to the fullest extent possible.

Specific: The Board may give notice and consultation on (1) the amendment of the above Article II, and (2) establishment of educational and informational programs such as Arbor Day, Earth Day, or any other events that promote the protection of trees within the community.

Appointing Authority: The Conservation Commission is appointed by the Town Manager.

Term of Office: Identical to the Conservation Commission.

Membership:

Number: See Conservation Commission.

Requirements: See Conservation Commission.

Meeting Schedule and Location: See Conservation Commission.

Staff: The Office of Planning and Development Services.

Records: Located with the Office of Planning and Development Services.

Further information: OPDS: 446-5995.

Water Pollution Control Authority (WPCA)

Legislative Reference:

State: CGS 7-245 through 7-273a.

Town: Code Sec. 15-21 et seq. Ordinance #5.

Other Bylaws and/or Rules of Procedure: Rules of Procedure to govern Town of Groton Sewer Authority adopted June 27, 1978.

Type: Statutory and permanent.

Geographic Responsibility:

Town but not City (City has own WPCA); also known as the Groton Sewer District.

History: Known as the Sewer Authority until 1979.

Powers and Duties:

General: The Authority is responsible for the management of the town sanitary sewer system. (Code 15-101)

Specific: Annually the Authority will:

- (1) Establish the operation and maintenance budget which will be solely funded through user charges as established by the authority;
- (2) Review the users, user classes and user rates;
- (3) Notify all users of proposed rates. (Code 15-102) Fees charged for users shall be those fees passed by resolution of the authority. (Code 15-131)

Appointing Authority: Town Council. (Code 15-22)

Term of Office: Three (3) years, staggered. (Code 15-22)

Membership:

Number: Five (5) members. (Code 15-21)

Requirements: Resident electors.

Meeting Schedule and Location: Monthly at the Town Hall Annex.

Staff: Department of Public Works.

Records: Located at the Town Hall Annex.

Agendas and minutes also on file in the Town Clerk's office.

Further information:

Members shall serve without compensation but may be allowed reimbursement for expenses. (Code 15-22)

The Town Manager and Director of Public Works shall be ex-officio members without vote. (Code 15-22)

The Director of Public Works is an agent of the WPCA and the Public Works Department carries out the administration of the program. (Code 15-101)

Department of Public Works: 448-4083.

Youth and Family Services Advisory Committee

Legislative Reference:

State: CGS 10-19m through 10-19p addresses Youth Service Bureaus.

Type: Statutory, advisory, and permanent.

Geographic Responsibility: Town of Groton.

History: A Youth Services Bureau was created in late 1973. An Advisory Committee was formed in response to a funding mandate from the State Department of Children and Families. Subsequently the grant was administered by the State Department of Education.

Powers and Duties:

General: To evaluate, plan, coordinate and implement services, including prevention and intervention programs for youth. A youth service bureau shall be the coordinating unit of community-based services to provide comprehensive delivery of prevention, intervention treatment and follow-up services. To provide community involvement and youth advocacy for the Youth and Family Services division of Groton Human Services.

Specific: Services may include prevention and intervention programs for delinquent, predelinquent, pregnant, parenting, and troubled youth. They may include: individual and group counseling; parent training and family therapy; work placement and employment counseling; alternative and special educational opportunities; recreational and youth enrichment programs; outreach programs; prevention programs; and programs that develop positive youth development.

Appointing Authority: Town Manager.

Term of Office: Indefinite.

Membership:

Number: At least fifteen (15) members, including ex-officio members.

Requirements: Must represent a cross-section of service providers, school, clergy, and police representatives; must also include a student representative and preferably a parent representative.

Meeting Schedule and Location: Five (5) times a year (January, March, May, September, November) at various locations. A June meeting is a make-up meeting in the event a regularly-scheduled meeting is cancelled.

Staff: Department of Human Services, Youth and Family Services division.

Records: Located at the Department of Human Services.

Agendas and Minutes also on file in the Town Clerk's office.

Further information:

The State provides cost-sharing grants (CGS 10-19n, 10-19o).

Youth and Family Services office is located at 2 Fort Hill Road.

Telephone: 441-6780.

Zoning Board of Appeals (ZBA)

Legislative Reference:

State: CGS 8-5 et seq.

Town: previously in 1987 Charter Sec. 5.7.; Ordinance March 19, 1962 provided for alternate members.

Other Bylaws and/or Rules of Procedure: 1987 Zoning Regulations as amended.

Type: Statutory and permanent.

Geographic Responsibility:

Town but not City, Groton Long Point, or Noank (independent zoning districts).

History: Established through passage of Ordinance on June 14, 1956 entitled "An Ordinance adopting Zoning and Planning and Creating a Zoning and Planning Commission and a Zoning Board of Appeals." Amended by Ordinance #38 to include the Mystic Fire District.

Powers and Duties:

General: To hear and decide appeals where it is alleged that there is an error in any order, requirement or decision made by the zoning enforcement official. To determine and vary the application of the zoning regulations in harmony with their general purpose and intent and with due consideration for conserving the public health, safety, convenience, welfare and property values in which a literal enforcement would result in exceptional difficulty or unusual hardship. (CGS 8-6)

Specific: The concurring vote of four (4) members shall be necessary to reverse any order, requirement or decision of the zoning enforcement official, or to decide in favor of the applicant any matter which it is required to pass, or to grant a variance. (CGS 8-7)

The statutes provide for time limits for scheduling hearings and rendering decisions. (CGS 8-7d)

Appointing Authority: Town Council. (1987 Charter 5.7)

Term of Office: Five (5) years, staggered. (1987 Charter 5.7)

Membership:

Number: Five (5) members, three (3) alternates. (1987 Charter 5.7)

Requirements: Resident electors of the town. (1987 Charter 5.7)

A member cannot also be a Zoning Commission member. (CGS 8-5)

Town employees may not serve on inland wetlands, land use, planning, zoning commissions. (CGS 7-421(e)).

Meeting Schedule and Location: Twice a month at the Town Hall Annex.

Staff: Office of Planning and Development Services (OPDS).

Records: Located in the Office of Planning and Development Services.

Agendas and minutes also on file in the Town Clerk's office.

Variances granted are recorded in the Town Clerk's Office - Land Records.

Further information:

Regular members only shall elect a Chairman from among its members. Such Chairman may administer oaths and compel the attendance of witnesses. (CGS 8-5) If a regular member is absent, he may designate an alternate to act in his place; if he fails to make such designation or if he is disqualified, the Chairman shall designate an alternate, choosing alternates in rotation. If any alternate is not available in accordance with such rotation, such fact shall be recorded in the minutes. (CGS 8-5a)

Any variance granted by the board shall run with the land and shall not be personal in nature to the person who received the variance. (CGS 8-6)

OPDS /Planning: 446-5970.

Zoning Commission

Legislative Reference:

State: CGS 8-1 through 8-13a.

Town: previously in 1987 Charter Sec. 5.3.

Other Bylaws and/or Rules of Procedure: 1987 Zoning Regulations as amended.

Type: Statutory and permanent.

Geographic Responsibility:

Town but not City, Groton Long Point, or Noank (independent zoning districts).

History: Established through passage of Ordinance on June 14, 1956 entitled "An Ordinance adopting Zoning and Planning and Creating a Zoning and Planning Commission and a Zoning Board of Appeals." Amended by Ordinance #38 to include the Mystic Fire District.

Powers and Duties:

General: The Commission is authorized to regulate the erection, construction, reconstruction, alteration or use of buildings or structures and the use of land. (CGS 8-2)

Specific: In adopting regulations, the commission shall consider the Plan of Conservation and Development. The Commission may issue special permits. (CGS 8-2)

The Commission may act on zoning change or amendment requests. (CGS 8-3)

The Commission shall provide for the manner in which zoning regulations shall be enforced. (CGS 8-3(e))

Appointing Authority: Town Council. (1987 Charter 5.3)

Term of Office: Five (5) years, staggered. (1987 Charter 5.3)

Membership:

Number: Five (5) members, three (3) alternates. (1987 Charter 5.3)

Requirements: Resident electors. (1987 Charter 5.3)

Town employees may not serve on inland wetlands, land use, planning, zoning commissions. (CGS 7-421(e)).

Meeting Schedule and Location: Monthly at the Town Hall Annex.

Staff: Office of Planning and Development Services (OPDS).

Records: Located in the Office of Planning and Development Services.

Agendas, Minutes, and Zoning Regulations also on file in the Town Clerk's office.

Further information:

There shall be a manner of designating alternates to act.

OPDS/Planning: 446-5970.